



**University of Florida Volunteer Role Description**

**Title: Overnight Chaperone**

**PURPOSE:**

Provides safe and inclusive environments for youth to experience 4-H by supervising youth during overnight 4-H events.

**DUTIES AND RESPONSIBILITIES:**

- Become familiar with event and 4-H rules and procedures, including 4-H volunteer policies, emergency procedures, and 4-H behavioral expectations and disciplinary policy and procedures.
- Participate in a briefing for 4-Hers and their parents before traveling to the event.
- Accompany the participants to the event activities.
- Share the responsibility for driving a vehicle to event activities as needed.
- Be present to supervise and assist 4-H members at activities and lodging areas.
- Know where 4-H members are at all times.
- Cooperate with Florida Cooperative Extension faculty, staff, and volunteers in enforcing 4-H and event rules and procedures.
- Attend any and all adult briefing meetings for or during the event and share information from that meeting with members.
- Assist with any activities as requested by event personnel.
- Update skills and knowledge by attending leader training meetings that are applicable.
- Maintain sensitivity to the individual differences of 4-H members such as differences in interests, abilities, personal needs, cultural heritage, and family support.

**QUALIFICATIONS**

- Complete and sign the following forms and return the originals to the County 4-H Office. Volunteer Appointment Form, 4-H Health Statement, 4-H Code of Conduct.
- Complete Chaperone Certification Program
- Ability to communicate with youth. Understanding of the developmental characteristics of youth.
- Mature and responsible adult ages 21 and older.
- In some cases willing to pay own expenses, or expenses in excess of what is provided.

- Must be a 4-H volunteer for at least three years for out of county or out of state events.
- Have a belief in the educational value of the 4-H youth development program.
- Have a belief in the importance of youth development and the need to provide young people with out of school learning opportunities. An understanding and acceptance of Youth/Adult partnerships.

**RESOURCES AVAILABLE**

- Orientation
- Training
- Support from 4-H Agent and other volunteers

**BENEFITS**

- Expenses incurred and miles driven are tax deductible.
- Liability and workman’s compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

**TIME COMMITMENT**

Varies by event

**MENTOR / SUPERVISING PROFESSIONAL**

Name:  
 Address:  
 City, State Zip  
 Phone

\_\_\_\_\_  
 Volunteer Signature \ Date

\_\_\_\_\_  
 4-H Agent Signature \ Date

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## University of Florida Volunteer Role Description

**Title: Community Club Organizational Leader**

**PURPOSE:**

Contributes to the success of the county 4-H Youth Development program by providing direct service to youth through organizational leadership and supervision for a group of 4-H club members and project leaders in an atmosphere which reflects educational quality, teamwork and cooperation. Together with youth and other volunteers, coordinates club activities, gives guidance and direction, and serves as the primary contact person for the club with the County Extension staff and the Florida 4-H program.

**DUTIES AND RESPONSIBILITIES:**

- Provides leadership to youth and volunteers to:
  - establish annual club goals and objectives
  - plan the yearly club program and activities
  - recruit new members, recognize graduating members and apply for club recognition
  - conduct enrollment and help members to select projects
  - elect, install, and train club officers
  - mentor officers in preparing meeting agendas, learning skills and carrying out other duties
  - secure and distribute project manuals and other resources for members and leaders conduct group activities and events
  - participate in county, regional and statewide events and programs
  - help youth evaluate individual and group progress
  
- Establishes a system for support of youth and adult volunteer leaders including:
  - sharing the responsibilities among club families
  - interviewing and completing volunteer screening procedures for all volunteer roles in the club who will have contact with youth
  - processing volunteer enrollments
  - helping volunteers understand their roles
  - orienting and informing all volunteers about behavior expectations of volunteers working with youth
  - involving volunteers in learning experiences to help them do a good job
  - helping volunteers plan and implement learning experiences with members and families
  - providing for recognition of all volunteers
  - helping volunteers evaluate individual and group progress
  
- Maintains communication within the club and between the 4-H club and county, district and state 4-H program including:
  - setting up processes to disseminate information in the club
  - maintaining regular contact with unit Extension staff
  - attending training and keeping up-to-date on unit, regional, state, and national programs
  - reporting enrollment and other requested data to the unit Extension staff

**QUALIFICATIONS**

- Have a belief in the importance of youth development and the need to provide young people with out of school learning opportunities. A belief in the value of the 4-H Program.
- Complete and sign the following forms and return the originals to the County 4-H Office. Volunteer Appointment Form, 4-H Health Statement, 4-H Code of Conduct.
- Effective written and oral communication.
- Excellent organization skills.
- Willingness to work as a team member.
- Enroll in 4-H Online.

**RESOURCES AVAILABLE**

- 4-H promotional literature and audiovisual media.
- Guidance from County 4-H Staff
- Orientation and Training

**BENEFITS**

- Expenses incurred and miles are driven are tax deductible.
- Liability and Workman's Compensation insurance through the University of Florida.
- Opportunity to develop organizational and communication skills.
- Recognition of others in your community.
- Helping in the positive development of the youth of the county.

**TIME COMMITMENT**

10-15 hours monthly (depends on club size and activities)

**MENTOR / SUPERVISING PROFESSIONAL**

Name  
Address  
Phone Number  
Email

\_\_\_\_\_  
Volunteer Signature \ Date

\_\_\_\_\_  
4-H Agent Signature \ Date

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## University of Florida Volunteer Role Description

### Community Club Organizational Leader

#### PURPOSE:

Contributes to the success of the county 4-H Youth Development program by providing direct service to youth through organizational leadership and supervision for a group of 4-H club members and project leaders in an atmosphere which reflects educational quality, teamwork and cooperation. Together with youth and other volunteers, coordinates club activities, gives guidance and direction, and serves as the primary contact person for the club with the County Extension staff and the Florida 4-H program.

#### DUTIES AND RESPONSIBILITIES:

- Provides leadership to youth and volunteers to:
  - establish annual club goals and objectives
  - plan the yearly club program and activities
  - recruit new members, recognize graduating members and apply for club recognition
  - conduct enrollment and help members to select projects
  - elect, install, and train club officers
  - mentor officers in preparing meeting agendas, learning skills and carrying out other duties
  - secure and distribute project manuals and other resources for members and leaders
  - conduct group activities and events
  - participate in county, regional and statewide events and programs
  - help youth evaluate individual and group progress
- Establishes a system for support of youth and adult volunteer leaders including:
  - sharing the responsibilities among club families
  - interviewing and completing volunteer screening procedures for all volunteer roles in the club who will have contact with youth
  - processing volunteer enrollments
  - helping volunteers understand their roles
  - orienting and informing all volunteers about behavior expectations of volunteers working with youth
  - involving volunteers in learning experiences to help them do a good job
  - helping volunteers plan and implement learning experiences with members and families
  - providing for recognition of all volunteers
  - helping volunteers evaluate individual and group progress
- Maintains communication within the club and between the 4-H club and county, district and state 4-H program including:
  - setting up processes to disseminate information in the club
  - maintaining regular contact with unit Extension staff
  - attending training and keeping up-to-date on unit, regional, state, and national programs
  - reporting enrollment and other requested data to the unit Extension staff

**QUALIFICATIONS**

- Have a belief in the importance of youth development and the need to provide young people with out of school learning opportunities. A belief in the value of the 4-H Program.
- Complete and sign the following forms and return the originals to the County 4-H Office. Volunteer Appointment Form, 4-H Health Statement, 4-H Code of Conduct.
- Effective written and oral communication.
- Excellent organization skills.
- Willingness to work as a team member.

**RESOURCES AVAILABLE**

- 4-H promotional literature and audiovisual media.
- Guidance from County 4-H Staff
- Orientation and Training

**BENEFITS**

- Expenses incurred and miles are driven are tax deductible.
- Liability and Workman’s Compensation insurance through the University of Florida.
- Opportunity to develop organizational and communication skills.
- Recognition of others in your community.
- Helping in the positive development of the youth of the county

**TIME COMMITMENT**

10-15 hours monthly (depends on club size and activities)

**MENTOR / SUPERVISING PROFESSIONAL**

Name  
Address  
Phone Number  
Email

Volunteer Signature \ Date

4-H Agent Signature \ Date



**University of Florida Volunteer Role Description**

**Title: 4-H Club Activity Leader**

**PURPOSE:**

Contributes to the success of the county 4-H Youth Development program by assisting 4-H members through their involvement in a specialized group activity and to support the club as a member of the leadership team. Activities may be for community service related to subjects such as the environment, safety, health, social activities, fundraisers, etc.

**DUTIES AND RESPONSIBILITIES:**

- To organize and support 4-H activities by:***
- Involving members and parents in setting goals and planning the yearly program of activities
  - Providing guidance and direction to junior leaders and/or committee members conducting activities
  - Arranging for location, program materials, equipment, and publicity to carry out the activities
  - Keeping members, volunteers, and families informed of activities
  - Helping members evaluate their learning through activities
  - Keeping members informed of related unit, regional, and state activities
- To work with other volunteers in meeting club goals and to keep the entire club informed of activities by:***
- Communicating regularly with other volunteers
  - Assisting in identifying, locating and obtaining community resources
  - Assisting with unit, regional, and state activities as they related to the activities of the club

**QUALIFICATIONS**

- Complete and sign the Volunteer Application, Adult Agreement, and Confidentiality Agreement.
- Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn.
- Enroll in 4-H Online.
- Interest in helping youth.
- Interest in 4-H educational programs.
- Ability to organize and coordinate.
- Ability to communicate with youth and adults.

**RESOURCES AVAILABLE**

- Orientation
- Training
- Support from 4-H Agent and other volunteers

**BENEFITS**

- Expenses incurred and miles driven are tax deductible.
- Liability and workman’s compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

**TIME COMMITMENT**

Varies by activity. (renewable)

**MENTOR / SUPERVISING PROFESSIONAL**

Name:

Address:

City, State Zip

Phone

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Volunteer Signature \ Date

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4-H Agent Signature \ Date

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**University of Florida Volunteer Role Description**

**Title: 4-H Club Parent**

**PURPOSE:**

Contributes to the success of the county 4-H Youth Development program by assisting their child and other children in the 4-H club or group.

**DUTIES AND RESPONSIBILITIES:**

- To assist or encourage their child and other children in the club or group to:***
- Set realistic project and achievement goals
  - Accomplish those goals, where appropriate
  - Participate in club, unit, regional, state, national, and international programs
  - Use positive reinforcement of each child's part in the group
  - Provide transportation to and from meetings and special activities
  - Attend meetings and special events at the club or group
- To complete a parent volunteer survey and/or discuss with the organizational leader, the areas where you could assist the club. Depending on the time that you have available, you may:***
- Plan and facilitate special events for the club or group
  - Learn about the developmental needs of the different ages of children in the club or group
  - Make phone calls
  - Serve as a project leader or helper in one or more project areas
  - Assist with meetings or special events (tours, fund raisers, fairs, etc.)
  - Serve as an adult adviser to one or more committees

**QUALIFICATIONS**

- Complete and sign the Volunteer Application, Adult Agreement, and Confidentiality Agreement.
- Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn.
- Interest in helping youth.
- Interest in 4-H educational programs.
- Ability to organize and coordinate.
- Ability to communicate with youth and adults.

**RESOURCES AVAILABLE**

- Orientation
- Training
- Support from 4-H Agent and other volunteers

**BENEFITS**

- Expenses incurred and miles driven are tax deductible.
- Liability and workman's compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

**TIME COMMITMENT**

Varies by activity. (renewable)

**MENTOR / SUPERVISING PROFESSIONAL**

Name:

Address:

City, State Zip

Phone

\_\_\_\_\_  
Volunteer Signature \ Date

\_\_\_\_\_  
4-H Agent Signature \ Date

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**University of Florida Volunteer Role Description**

**Title: County 4-H Expansion & Review Committee Member**

**PURPOSE:**

Contributes to the success of the county 4-H Youth Development program by helping to expand the opportunities to all youth and volunteers in the county. The committee will include youth and be representative of the county population.

**DUTIES AND RESPONSIBILITIES:**

- Help the county 4-H program identify underserved areas of population.
- Review 4-H enrollment trends.
- Compare participant data with census and school enrollments.
- Assess programs offered and their appeal to underserved segments of youth population.
- Assist Extension in developing long-term 4-H expansion goals.
- Identify and target geographic areas or segments of the youth population that are underrepresented. (age, gender, racial/ethnic groups, economic groups)
- Recommend communities to target for expansion efforts.
- Suggest programs that will attract under represented youth.
- Propose priority needs to be addressed.
- Work with Extension to create action plans to reach new volunteers and members.
- Develop a marketing plan to secure volunteer leadership and attract youth in targeted areas.
- Design processes to organize and support new groups.
- Define roles for volunteers in recruiting of members and leaders, organizing new groups and supporting new leaders and clubs.
- Assist in carrying out the action plans.
- Review progress and revise priorities.

**QUALIFICATIONS**

- Complete and sign the Volunteer Application, Adult Agreement, and Confidentiality Agreement.
- Must be able to communicate positively with 4-H-aged youth.
- Belief in the importance of 4-H youth development and the need to provide young people with out of school learning opportunities.
- Willing to work as a team member.
- Knowledge of the Cooperative Extension Service and 4-H.
- Enroll in 4-H Online

**RESOURCES AVAILABLE**

- Orientation
- Training
- Support from 4-H Agent and other volunteers

**BENEFITS**

- Expenses incurred and miles driven are tax deductible.
- Liability and workman's compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

**TIME COMMITMENT**

Approximately 1 hour monthly. (renewable annually)

**MENTOR / SUPERVISING PROFESSIONAL**

Name:

Address:

City, State Zip

Phone

\_\_\_\_\_  
Volunteer Signature \ Date

\_\_\_\_\_  
4-H Agent Signature \ Date

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**University of Florida Volunteer Role Description**

**Title: County 4-H Judge**

**PURPOSE:**

Contributes to the success of the county 4-H Youth Development program by helping 4-H members learn to recognize their accomplishments through 4-H project work and to evaluate their performance through the exhibit experience.

**DUTIES AND RESPONSIBILITIES:**

- To serve as a conference judge at 4-H exhibits.
  - To greet youth with enthusiasm and a smile when they come to judging, being sensitive to their age, experience, and personality.
  - To be open-minded and encouraging when making constructive comments – use the “sandwich method”.
  - To complete the score sheets and ratings for each project for each child.
  - To work with Extension staff member or volunteer to see that all necessary papers are completed and that ribbons have been distributed.
  - To select competitive awards and State Fair delegates, as appropriate.
- To help youth learn:***
- More about a specific project or topic
  - Recognize their accomplishments (efforts, successes, challenges)
  - Evaluate his/her performance and/or exhibit
  - Guide thinking to what they would like to learn next

**QUALIFICATIONS**

- Complete and sign the Episodic Volunteer Application, Adult Agreement, and Confidentiality Agreement.
- Must be able to communicate positively with 4-H-aged youth.
- Must be familiar with the competencies, skills, and characteristics of junior, intermediate, and senior-aged 4-H youth participating in the Judging Contest.
- Must have experience judging contests and giving oral reasons.
- Must not have a conflict of interest, such as being in a close personal relationship or continuous direct contact, with any of the 4-H’ers in the contest. Potential conflicts of interest include, but are not limited to, being a relative, friend, 4-H leader, trainer, or in a leasing/business relationship with the 4-H’er or his or her immediate family.

**RESOURCES AVAILABLE**

- Orientation
- Training
- Support from 4-H Agent and other volunteers

**BENEFITS**

- Expenses incurred and miles driven are tax deductible.
- Liability and workman's compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

**TIME COMMITMENT**

Approximately 4 hours. (renewable)

**MENTOR / SUPERVISING PROFESSIONAL**

Name:

Address:

City, State Zip

Phone

\_\_\_\_\_  
Volunteer Signature \ Date

\_\_\_\_\_  
4-H Agent Signature \ Date

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**University of Florida Volunteer Role Description**

**Title: County 4-H Project Leader**

**PURPOSE:**

Contributes to the success of the county 4-H Youth Development program by assisting 4-H members enrolled in a specific project gain knowledge, skills, and attitudes by guiding them as they learn in that 4-H project.

**DUTIES AND RESPONSIBILITIES:**

- Facilitate youth learning about a project by:***
- Assisting with enrollment by introducing the project to all members and parents.
  - Helping members establish goals and plan for their project work.
  - Conducting project meetings and workshops where members can get hands-on experiences.
  - Giving support in planning and carrying out projects to individual project members as needed.
  - Encouraging members to complete their project work as planned.
- Provide additional support to 4-H members in their project work by:***
- Involving experienced youth in the teaching as junior leaders.
  - Encouraging parents to support project work at home.
  - Assisting members with exhibits, demonstrations, and other sharing activities.
  - Helping members complete planning sheets to evaluate their progress in the project.
  - Providing recognition for the project accomplishment of members.
  - Keeping members informed of other opportunities related to the project.
  - Being sensitive to risks, and using risk management strategies related to project work.
- Continue your own personal development by:***
- Updating your own project skills by attending relevant training.
  - Becoming familiar with project literature and sharing knowledge of the project.
- Work with other club volunteers in meeting club goals and to keep the entire club informed of things related to assigned activity that involve or impact others by:***
- Communicating regularly with other volunteers.
  - Helping to identify, select, and support new volunteers.
  - Assisting with other activities related to the project, including community service, as appropriate.

**QUALIFICATIONS**

- Complete and sign the Volunteer Application, Adult Agreement, and Confidentiality Agreement.
- Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn.
- Enroll in 4-H Online.
- Interest in helping youth.
- Interest in 4-H educational programs.
- Knowledge in or willingness to learn about subject matter to be lead (taught).
- Ability to organize and coordinate.
- Ability to communicate with youth and adults.

**RESOURCES AVAILABLE**

- Orientation
- Training
- Support from 4-H Agent and other volunteers

**BENEFITS**

- Expenses incurred and miles driven are tax deductible.
- Liability and workman’s compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

**TIME COMMITMENT**

Monthly. (renewable)

**MENTOR / SUPERVISING PROFESSIONAL**

Name:

Address:

City, State Zip

Phone

\_\_\_\_\_  
Volunteer Signature \ Date

\_\_\_\_\_  
4-H Agent Signature \ Date

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**University of Florida Volunteer Role Description**

**Title: County Association Assistant Treasurer**

**PURPOSE:**

Contributes to the success of the county 4-H Youth Development program by assisting the County 4-H Staff and other volunteers with the planning and evaluating educational programs and activities for county 4-H youth. The Treasurer of the Association is entrusted with custody of all County 4-H funds.

**DUTIES AND RESPONSIBILITIES:**

- Assists Treasurer in maintaining proper record keeping of all financial transactions.
- Assists Treasurer in providing accounting for the funds of all 4-H Clubs and other 4-H entities.
- Assists Treasurer in providing monthly reporting to the Association of its financial status.
- Assists Treasurer in reconciling all bank accounts on a monthly basis
- Maintains proper accounting records in accordance with 4-H policy
- Assists Treasurer in providing all 4-H Clubs and affiliate groups with a monthly statement of financial activity.
- Assists Treasurer in paying all bills in a timely manner.
- Assists Treasurer in making deposits of all income in a timely manner.
- Assists Treasurer in maintaining detailed cash receipts register.
- Assists Treasurer in filling an IRS FORM 990 series tax return and any other requested filings.
- Assists Treasurer in providing a copy IRS FORM 990 and any other requested filing to the State Association within 30 days of filing with the IRS.

**QUALIFICATIONS**

- Complete and sign the Volunteer Application, Adult Agreement, and Confidentiality Agreement.
- Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn.
- Enroll in 4-H Online.
- Willing to work as a team member.
- Knowledge of the Quick Books or other accounting software, and/or a willingness to learn.
- Knowledge of the County 4-H Program.
- Demonstrates ability to communicate effectively. (writing, speaking, listening)
- Demonstrates ability to organize and disseminate information.
- Demonstrates good record keeping skills.
- Must be bondable.

**RESOURCES AVAILABLE**

- Orientation
- Training
- Support from 4-H Agent and other volunteers

**BENEFITS**

- Expenses incurred and miles driven are tax deductible.
- Liability and workman's compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

**TIME COMMITMENT**

One year. (renewable)

**MENTOR / SUPERVISING PROFESSIONAL**

Name:

Address:

City, State Zip

Phone

\_\_\_\_\_  
Volunteer Signature \ Date

\_\_\_\_\_  
4-H Agent Signature \ Date

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<b>University of Florida Volunteer Role Description</b>
<b>Title: County Association Chairperson</b>
<b>PURPOSE:</b>
Contributes to the success of the county 4-H Youth Development program by assisting the County 4-H Staff and other volunteers with the planning and evaluating educational programs and activities for county 4-H youth. Provides input into the setting of program priorities and assists with program expansion and review.
<b>DUTIES AND RESPONSIBILITIES:</b>
<ul style="list-style-type: none"> <li>• Preside over business meetings of the Association.</li> <li>• Ensures that all business is conducted fairly and in the best interest of the county 4-H program, in accordance with 4-H and Extension policies.</li> <li>• The chairperson shall serve as representative of the Association.</li> <li>• The chairperson shall appoint committees and committee chairs.</li> <li>• The chairperson serves as an ex-officio member of all committees except the Nominating Committee.</li> <li>• Other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.</li> </ul>
<b>QUALIFICATIONS</b>
<ul style="list-style-type: none"> <li>• Complete and sign the Volunteer Application, Adult Agreement, and Confidentiality Agreement.</li> <li>• Willing to work as a team member.</li> <li>• Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn.</li> <li>• Enroll in 4-H Online.</li> <li>• Demonstrates ability to think critically.</li> <li>• Demonstrates ability to solve problems.</li> <li>• Demonstrates ability to communicate effectively. (writing, speaking, listening)</li> <li>• Demonstrates ability to make decisions.</li> <li>• Demonstrates empathy for others.</li> <li>• Demonstrates ability to plan and set goals.</li> </ul>
<b>RESOURCES AVAILABLE</b>
<ul style="list-style-type: none"> <li>• Orientation</li> <li>• Training</li> <li>• Support from 4-H Agent and other volunteers</li> </ul>

**BENEFITS**

- Expenses incurred and miles driven are tax deductible.
- Liability and workman’s compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

**TIME COMMITMENT**

One year. (renewable)

**MENTOR / SUPERVISING PROFESSIONAL**

Name:

Address:

City, State Zip

Phone

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Volunteer Signature \ Date

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4-H Agent Signature \ Date

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**University of Florida Volunteer Role Description**

**Title: County Association Member**

**PURPOSE:**

Contributes to the success of the county 4-H Youth Development program by assisting the County 4-H Staff and other volunteers with the planning and evaluating educational programs and activities for county 4-H youth. Provides input into the setting of program priorities and assists with program expansion and review.

**DUTIES AND RESPONSIBILITIES:**

- Attend County Association meetings and participate in its activities.
- Become familiar with the Cooperative Extension Service of the University of Florida Institute of Food & Agricultural Sciences, its mission and objectives.
- Help to analyze the county situation as it relates to youth development.
- Help to identify problems, needs and concerns.
- Assist county staff in identifying and obtaining resources to meet those needs.
- Help staff to set program priorities through the development of an annual and four year plan of work.
- Maintain knowledge of and visibility in programs implemented.
- Give leadership, guidance and serve on subcommittees.
- Help to "Bridge the Gap" between the county 4-H program and local businesses and organizations.
- Help determine County 4-H policies and procedures that insures 4-H is accessible to all youth and adults regardless of race, color, religion, sex, handicap or national origin.
- Keep up with local concerns of youth and local trends.
- Review program results with 4-H staff.
- Assist in accounting to various stake holders.

**QUALIFICATIONS**

- Complete and sign the Volunteer Application, Adult Agreement, Confidentiality Agreement and Enroll in 4-H Online.
- Willing to work as a team member.
- Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn

**RESOURCES AVAILABLE**

- Orientation
- Training
- Support from 4-H Agent and other volunteers

**BENEFITS**

- Expenses incurred and miles driven are tax deductible.
- Liability and workman’s compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

**TIME COMMITMENT**

One year.

**MENTOR / SUPERVISING PROFESSIONAL**

Name:  
Address:  
City, State Zip  
Phone

\_\_\_\_\_  
Volunteer Signature \ Date

\_\_\_\_\_  
4-H Agent Signature \ Date

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<b>University of Florida Volunteer Role Description</b>
<b>Title: County Association Secretary</b>
<b>PURPOSE:</b>
Contributes to the success of the county 4-H Youth Development program by assisting the County 4-H Staff and other volunteers with the planning and evaluating educational programs and activities for county 4-H youth. Serves as the recording officer of the County Association.
<b>DUTIES AND RESPONSIBILITIES:</b>
<ul style="list-style-type: none"> <li>• Records the proceedings of the Association meetings in the minutes.</li> <li>• Maintains all official meeting records of the Association in accordance with UF policy.</li> <li>• Maintains all committee meeting records of the Association.</li> <li>• Maintains official County Association Membership records.</li> <li>• Notifies Association members of meeting times and location.</li> <li>• Distribute correspondence to Association committees and members.</li> <li>• Presides over Association meeting in the absence of the Chair or Vice Chair.</li> </ul>
<b>QUALIFICATIONS</b>
<ul style="list-style-type: none"> <li>• Complete and sign the Volunteer Application, Adult Agreement, and Confidentiality Agreement.</li> <li>• Willing to work as a team member.</li> <li>• Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn.</li> <li>• Enroll in 4-H Online.</li> <li>• Demonstrates ability to communicate effectively. (writing, speaking, listening)</li> <li>• Demonstrates ability to organize and disseminate information</li> </ul>
<b>RESOURCES AVAILABLE</b>
<ul style="list-style-type: none"> <li>• Orientation</li> <li>• Training</li> <li>• Support from 4-H Agent and other volunteers</li> </ul>

**BENEFITS**

- Expenses incurred and miles driven are tax deductible.
- Liability and workman’s compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

**TIME COMMITMENT**

One year. (renewable)

**MENTOR / SUPERVISING PROFESSIONAL**

Name:

Address:

City, State Zip

Phone

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Volunteer Signature \ Date

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4-H Agent Signature \ Date

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**University of Florida Volunteer Role Description**

**Title: County Association Treasurer**

**PURPOSE:**

Contributes to the success of the county 4-H Youth Development program by assisting the County 4-H Staff and other volunteers with the planning and evaluating educational programs and activities for county 4-H youth. The Treasurer of the Association is entrusted with custody of all County 4-H funds.

**DUTIES AND RESPONSIBILITIES:**

- Maintains proper record keeping of all financial transactions.
- Provides accounting for the funds of all 4-H Clubs and other 4-H entities.
- Provides monthly reporting to the Association of its financial status.
- Reconciles all bank accounts on a monthly basis
- Maintains proper accounting records in accordance with 4-H policy
- Provides all 4-H Clubs and affiliate groups with a monthly statement of financial activity.
- Payment of all bills in a timely manner.
- Deposits all income in a timely manner.
- Maintains detailed cash receipts register.
- Responsible for filling an IRS FORM 990 series tax return and any other requested filings.
- Provides a copy IRS FORM 990 and any other requested filing to the State Association within 30 days of filing with the IRS.

**QUALIFICATIONS**

- Complete and sign the Volunteer Application, Adult Agreement, and Confidentiality Agreement.
- Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn.
- Enroll in 4-H Online.
- Willing to work as a team member.
- Knowledge of the Quick Books or other accounting software, and/or a willingness to learn.
- Knowledge of the County 4-H Program.
- Demonstrates ability to communicate effectively. (writing, speaking, listening)
- Demonstrates ability to organize and disseminate information.
- Demonstrates good record keeping skills.
- Must be bondable.

**RESOURCES AVAILABLE**

- Orientation
- Training
- Support from 4-H Agent and other volunteers

**BENEFITS**

- Expenses incurred and miles driven are tax deductible.
- Liability and workman’s compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

**TIME COMMITMENT**

One year. (renewable)

**MENTOR / SUPERVISING PROFESSIONAL**

Name:

Address:

City, State Zip

Phone

\_\_\_\_\_  
Volunteer Signature \ Date

\_\_\_\_\_  
4-H Agent Signature \ Date

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<b>University of Florida Volunteer Role Description</b>
<b>Title: County Association Vice Chairperson</b>
<b>PURPOSE:</b>
Contributes to the success of the county 4-H Youth Development program by assisting the County 4-H Staff and other volunteers with the planning and evaluating educational programs and activities for county 4-H youth. Provides input into the setting of program priorities and assists with program expansion and review.
<b>DUTIES AND RESPONSIBILITIES:</b>
<ul style="list-style-type: none"> <li>• Preside over business meetings of the Association in absence of Chairperson.</li> <li>• Ensures that all business is conducted fairly and in the best interest of the county 4-H program, in accordance with 4-H and Extension policies.</li> <li>• The chairperson shall serve as representative of the Association.</li> <li>• The vice chairperson may serve as a committee chair.</li> <li>• Other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.</li> </ul>
<b>QUALIFICATIONS</b>
<ul style="list-style-type: none"> <li>• Complete and sign the Volunteer Application, Adult Agreement, and Confidentiality Agreement.</li> <li>• Willing to work as a team member.</li> <li>• Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn.</li> <li>• Enroll in 4-H Online.</li> <li>• Demonstrates ability to think critically.</li> <li>• Demonstrates ability to solve problems.</li> <li>• Demonstrates ability to communicate effectively. (writing, speaking, listening)</li> <li>• Demonstrates ability to make decisions.</li> <li>• Demonstrates empathy for others.</li> <li>• Demonstrates ability to plan and set goals.</li> </ul>
<b>RESOURCES AVAILABLE</b>
<ul style="list-style-type: none"> <li>• Orientation</li> <li>• Training</li> <li>• Support from 4-H Agent and other volunteers</li> </ul>

**BENEFITS**

- Expenses incurred and miles driven are tax deductible.
- Liability and workman’s compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

**TIME COMMITMENT**

One year. (renewable)

**MENTOR / SUPERVISING PROFESSIONAL**

Name:

Address:

City, State Zip

Phone

\_\_\_\_\_  
Volunteer Signature \ Date

\_\_\_\_\_  
4-H Agent Signature \ Date

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**University of Florida Volunteer Role Description**

**Title**

**PURPOSE:**

**DUTIES AND RESPONSIBILITIES:**

**QUALIFICATIONS**



<b>RESOURCES AVAILABLE</b>
<b>BENEFITS</b>
<b>TIME COMMITMENT</b>
<b>MENTOR / SUPERVISING PROFESSIONAL</b>

\_\_\_\_\_  
 Volunteer Signature \ Date

\_\_\_\_\_  
 4-H Agent Signature \ Date